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DPD-3740-59

8 June 1959

MEMORANDUM FOR : Comptroller, DPD

SUBJECT : Contractor Travel Approvals and Reimbursement

1. In recent weeks there have been several instances where members of the Comptroller's office have sought the Contracting Officer's Approval of Travel performed by various suppliers. In a few of these cases they were informed that such approval was not required by the terms of the contract. In discussions which followed, it was deemed desirable that the Contracts Branch furnish the Comptroller's Office a statement regarding their policy on travel approvals and reimbursement.

2. In view of the above the following are procedures presently being utilized by the Contracts Branch with regard to Travel approvals:

<u>Type of Contract</u>	<u>Approval Required</u>
Straight Fixed Price	None
Fixed Price Redeterminable	Generally none is required. If required, the contract will so specify.
Cost Plus Fixed Fee	Generally none is required if Travel is indirect charge. If direct charge, the contract will specify if approval is required. Reasonableness of costs will be determined during final audit.
Personnel Services Contract	Approval is required on all travel not furnished by the Government. Approval will be by the using command on the Certificate of Services or by the Contracting Officer.
Time and Materials Contract	Approval of all travel by Contracting Officer is required.

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3. The above procedures apply in most instances. However, the individual contract should always be examined prior to payment since there may be circumstances which arose during negotiations which require special approvals.

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**Chief, Contracts Branch, DPD**

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